

JOB TITLE: Recreation Coordinator
DEPARTMENT: Recreation

GRADE: H-4
DATE: June 2014

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs a variety of administrative and/or technical work in planning, organizing and supervising a specific program and/or project in the Town. Coordinates, supervises and instructs a broad range of youth activities and special events.

SUPERVISION

Works under the general supervision of the Recreation Director/Asst Recreation Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The director provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances that are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the director aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The coordinator is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

DISTINGUISHING CHARACTERISTICS:

1. Makes frequent contact with the general public, other municipal departments, recreational service providers, vendors and local and state governmental and community organizations and agencies.
2. Plans, schedules, coordinates, implements and oversees an assigned multi-faceted program and/or project including but not limited to Summer Academy, clinics, pool staff, summer day camps, teen center and youth sports.

3. Makes recommendations as to individual program budgets, and monitors revenues and expenditures, program plans and routine contracts. May solicit funds for special projects and programs from sponsors as assigned.
4. Provides direct supervision and guidance; monitors compliance and completion of program and/or project elements.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to:

1. Subject to approval of the Recreation Director/Asst Recreation Director, develops and implements recreational programming to meet the community's needs; said programs may include, but shall not be limited to the town pools, after school programs and summer recreational programs and clinics.
2. Subject to approval of the Recreation Director/Asst Recreation Director, recruits, hires and instructs program staff in all aspects of departmental policies and procedures; supervises program staff in the performance of their work; assigns staff and develops work schedules. Develops organizational structure to meet program staffing goals. Plans and coordinates training for all department employees.
3. Subject to the approval of the Recreation Director/Asst Recreation Director, develops program budget estimates; administers specific program budgets; calculates program fees.
4. Maintains records, prepares reports on program issues and/or service. May prepare survey instruments and provide technical reports.
5. Provides assistance with the understanding of applicable laws, regulations and public relations relating to assigned program and/or projects.
6. Oversees and stays current on program goals and objectives. Works within budgetary guidelines.
7. Coordinates, implements and supervises programs for youths through senior citizens and special community events.
8. Helps maintains the websites and uses social media and e-mail blasts to help communicate program information to the public.

DESIRABLE QUALIFICATIONS:

Education and Experience: Associate's Degree which is appropriate for the particular program and department assigned; Three to five (3-5) years of experience working in similar program area or any equivalent combination of education and experience which would demonstrate the ability to do the work. Bachelor's Degree preferred

Knowledge, Abilities and Skills: Working knowledge of the program area assigned; working knowledge of basic budgeting principles; working knowledge of equipment, facilities, operations and techniques required for the position; some knowledge of Federal, State, County and Town laws, rules and practices relating to program assigned. Skill in planning, coordinating and supervising various recreation activities at one time; skill in establishing and maintaining effective working relationships with program participants, parents, outside agencies, departmental staff and the general public; skill in

planning and supervising the work of staff and/or volunteers; developing and implementing programs; skill in providing technical assistance and responding to inquiries from departments, community groups and others concerning program information; skill in the use of personal computers and various software to develop spreadsheets and managing of data bases; skill in selecting, training and supervising extra labor and volunteers; physical ability sufficient to perform the essential functions of the position.

SPECIAL QUALIFICATIONS:

American Red Cross Standard First Aid Certificate and American Red Cross CPR Certificate required. Possession of a valid state drivers license which may be used within the Commonwealth of Massachusetts.

TOOLS AND EQUIPMENT USED:

Computers with word processing, spreadsheet software, data base, etc. and any equipment pertaining to the recreation department.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in office setting and in outside weather conditions.

The noise level in the work environment is moderately quiet to occasionally loud.

New: September 1999
Revised: November 2003
Revised: February 2012
Revised: June 2014